

**Water Utility Worker** – The City of Bryant is accepting applications for a **Water Utility Worker**. Starting annual salary \$19,453 plus, commensurate with experience. Great benefits package included! Applications may be completed online at [www.cityofbryant.com](http://www.cityofbryant.com) or picked up at the Human Resources Department at 210 S.W. 3rd Street, Bryant, AR 72022. A City application must be completed and submitted to be considered for this position. Position closes at 5:00 p.m., March 14, 2015 or until filled. The City of Bryant is an Equal Opportunity Employer.

*This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts the City's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential. These include, but are not limited to: attendance, getting along and communicating well with others, ability to provide great customer service, working a full shift, dependability, leadership, and dealing with and working under stress. Any essential function of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent/applicant when possible or as required by applicable law.*

### **GENERAL DESCRIPTION OF POSITION**

Works in a variety of conditions and situations, indoors and outdoors, in various types of weather to maintain the city water system. Other duties may be assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Assists in connecting water lines to mains.
2. Operates equipment such as jackhammers, chop saws, small tractors, etc.
3. Assists in repairing broken water lines, and replacing worn and damaged parts.
4. Assists in repairing breaks in sewer.
5. Uses basic and specialized hand tools.
6. May act as temporary relief for other departments as needed and assigned.
7. Performs daily logs and reports as assigned.
8. Regular and punctual attendance.
9. Works overtime as assigned.
10. Interacts with team members.
11. Performs any other related duties as required or assigned.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION AND EXPERIENCE**

Mental alertness and adaptability to office and field area work routines. Equivalent to four years high school, with particular emphasis during high school in office skills, shop skills, or others, plus 0 to 6 months related experience or training. Or equivalent combination of education and experience.

## **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Funds, Property & Equipment Responsibility:

\$ 10,000

## **SUPERVISORY RESPONSIBILITIES**

None.

## **COMMUNICATION SKILLS**

Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

## **CRITICAL THINKING SKILLS**

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

## **SUPERVISION RECEIVED**

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

## **PLANNING**

Limited responsibility with regard to specific assignments in planning time, method, manner, and/or sequence of performance of own work operations.

## **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

## **MENTAL DEMAND**

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

## **ANALYTICAL ABILITY / PROBLEM SOLVING**

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

## **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

## **ACCURACY**

Probable errors of internal scope should ordinarily be detected within the department or office in which they occur, but may affect the work of others within the unit, requiring additional expenditure of time to trace errors and make all necessary corrections. Errors would require a moderate amount of time to correct.

**PUBLIC CONTACT**

Occasional contacts with patrons on routine matters.

**EMPLOYEE CONTACT**

Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

**REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Arkansas drivers license or a valid drivers license recognized by the state of Arkansas.

**PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Current Arkansas Water Distribution License Grade 1 and Class A CDL Drivers License

**SOFTWARE SKILLS REQUIRED**

Not indicated.

**ADDITIONAL INFORMATION**

Not indicated.

**PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is regularly required to use hands to finger, handle, or feel; and frequently required to stand, reach with hands and arms, stoop, kneel, crouch, or crawl, talk or hear; occasionally required to walk, sit, climb or balance, taste or smell. The employee must occasionally lift and/or move more than 100 pounds; frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

**ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually loud.